

~~CONFIDENTIAL~~
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Wage & Classification Division

FROM : AO/Medical Office

SUBJECT: Reclassification of Position

DATE: 18 August 1952

1. It is requested that the position of Secretary (Steno)(GS-3186) be reclassified as GS-7, probably as Secretary (Admin).

2. In addition to the responsibilities outlined in the present job description the incumbent is responsible for considerable administrative detail necessary to the function of the Office of the Chief. The incumbent is now responsible for the function of the Medical Office pouch and cable control system including the preparation of materials and the necessary coordination involved.

3. It is the opinion of the Chief, Medical Staff that the reclassification is justified.

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MO/█:njc (18 August 1952)

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